

## *Fire Safety Regulations for the Student Residence Halls*

### **1. Fire prevention**

Respect the safety signs:

Fire, open light and smoking prohibited



No smoking



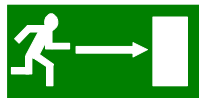
- \* Don't throw matches or tobacco into the trash bins. Only use ash trays made from inflammable materials.
- \* No smoking allowed in the elevators and in the marked areas.
- \* Due to the increased risk of fire we ask you to refrain from smoking in your bed.
- \* Don't put electronic devices (e.g. coffee machines, heaters) on a flammable base. Turn off electronic devices and unplug devices that are not made for permanent running and running without supervision.
- \* The use of immersion heaters inside the apartments is prohibited.
- \* Defects and damages on electric installations or displays for this purpose (flickering light, smell of burning or smoke emission) have to be reported to the caretaker or the administration, immediately. Repairs cannot be carried out independently.
- \* The operator is responsible for personal mobile devices.
- \* Burning candles must not be left without supervision and cannot be put next to flammable materials (paper, curtains). When leaving the apartment, make sure the candles do not glow anymore. The same applies to incense cones, which may only stand on an inflammable base.
- \* Easily and highly flammable liquids can only be stored inside the apartments up to a quantity of 2 litres and only in unbreakable containers.
- \* Emergency access roads and areas must be kept free.

### **2. The spreading of flames and smoke**

In case of a fire, for further limiting of the smoke spread, close all fire protection section doors, other doors and windows.

### **3. Emergency exits and escape routes**

Corridors, hallways, stairways and exits, labelled as such are emergency exits and escape routes:



Instruction signs and other indicating or devices cannot be altered, blocked or diverted from their original use. Emergency exits and escape routes have to be kept free from objects of any kind. In case of fire they will hamper the easy evacuation and fire fighting in an unacceptable manner. Doors within the escape routes have to be ready to open without keys at any time.

#### 4. Notification and extinguishing installations

*Misuse of the notification and extinguishing installations is criminal!*

#### 5. Behaviour in case of a fire

1. *Stay calm and act considerate - Panic is the biggest danger!*
2. *Report the fire!*



Use the phone:

**dial 1 1 2**

*Statements: Where is the fire?  
What is burning?  
Are people in danger? If so, how many?  
Who is reporting (Name, address?)*

*Wait for further enquiry!*

3. *Rescue of people has priority over fire fighting.*
4. *When electric devices are burning: Turn off the power – preferably the main switch.  
If possible, turn off all the supply media!*
5. *Pay attention to warnings and alarms.*
6. *Close fire safety doors, doors and windows.*
7. *Fight the fire!*
8. *Keep attack routes free for the fire fighters.*
9. *Don't use elevators. Elevators can turn into deadly traps!*
10. *Follow instructions of firemen and the staff in charge of the halls.*
11. *In case of threatening danger, leave the danger zone, help other people.*

#### 6. Seek shelter

- \* Close windows and close the door after leaving the room!
- \* Warn endangered people.
- \* Nobody can remain in the danger zone.
- \* Every tenant is committed to take handicapped people with them.
- \* Preferably, leave buildings via the stairways and exits. As a protection from smoke poisoning, use wet cloth to cover your mouth and nose.
- \* If an escape isn't possible due to injury, attract attention by yelling out of the window.
- \* Tenants of the apartments have to gather at the meeting place. Missing persons have to be reported to the fire-officer in charge immediately.

#### 7. Attempt to extinguish the fire

Notice the instructions of the fire extinguisher

**Attention, modern materials produce toxic gases!**

Inhaling these gases can lead to poisoning and death.

**Attention when attempting to extinguish fire on the ceiling!**

Extinguishing device must not spray into face or eyes.

**Attempt to extinguish only without endangering yourself. Mind retraction distances.**